

CareerShop

A catalogue of career and
workplace resources

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2005

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Alberta
HUMAN RESOURCES
AND EMPLOYMENT

the people
& workplace
department

2005
Alberta Centennial

Welcome to the CareerShop 2005 catalogue...

your one-stop shop for career and workplace resources

You'll find current, well-researched, and easy to understand publications and posters about career planning, the workplace and the labour market. We specialize in products to help Albertans make informed decisions about career, learning and employment.

If you have feedback on our products, suggestions for future career resources or need information on copyright, please contact us

Alberta Human Resources and Employment
People, Skills and Workplace Resources
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10030-107 Street, Edmonton, AB, Canada T5J 3E4
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Phone (780) 422-1794
Fax (780) 422-5319

Shop on-line

Many of the publications listed in this catalogue are also available to order or download from our e-CareerShop catalogue on-line at www.alis.gov.ab.ca/careershop

Or contact to order

To order extra copies of this catalogue (Catalogue Item #567258) or the resources listed, see the Order Form on page 36, or contact

Learning Resources Centre
12360-142 Street
Edmonton, AB T5L 4X9
Internet www.alis.gov.ab.ca/careershop
Fax (780) 422-9750
Telephone (780) 427-5775

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01/2005 - 12M

CareerShop 2005 Catalogue

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What's New

Check out these new publications and posters to be published in 2005:

- Alberta Centennial: Alberta's workforce (poster)
- A Guide to Rights and Responsibilities in Alberta Workplaces
- Occupations Unlimited (poster)
- Skills by Design: Strategies for employee development
- Sources and Resources: Workplace rights and responsibilities (poster)
- Working in Alberta: A guide for internationally trained and educated immigrants

e-CareerShop—Download or order products on-line www.alis.gov.ab.ca/careershop

When you visit our e-CareerShop on-line catalogue, you can place a product order or download a free PDF (portable document format) version of select publications.

To find out which publications are available for download, scroll down to the Product Search box on the e-CareerShop website and click on the **View on-line products** link. To download, find the publication you need and click on the **Download Publication (PDF)** link. Other quick links under Product Search allow you to view only new products, view products alphabetically, or search for products by audience (e.g. employers), category (e.g. career planning), format (e.g. posters), and keyword.

2005 • Contents Chart by Category & Audience

Category/Title	Page	Audience										
		General Public	Aboriginal People	Employers	Low Literacy	Older Workers	Parents	Persons with Disabilities	Pre-Employment	Teachers/Counsellors, Career and HR Practitioners	Youth	Immigrants
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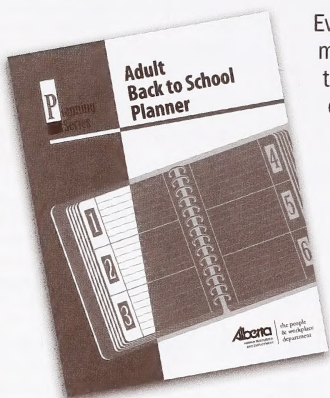
Category/Title	Page	Audience										
		General Public	Aboriginal People	Employers	Low Literacy	Older Workers	Parents	Persons with Disabilities	Pre-Employment	Teachers/Counsellors, Career and HR Practitioners	Youth	Immigrants
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Publications

Adult Back to School Planner

(easy-to-read workbook, 2002, 60 pp.)

Intended Audience: general public, low literacy, pre-employment



Everything an adult needs to know about going back to school—making a plan, anticipating the challenges and knowing where to go for support. This workbook deals with how to cope with change, organize your life, take care of the kids, and more. It also covers effective study habits so you can get your homework done and maintain some balance in your life. Part of a planning series that includes *Career Planner* and *Education and Training Planner*.

Catalogue Item # 462094

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

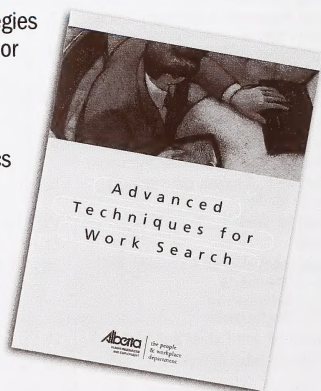
Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Advanced Techniques for Work Search

(workbook, 2002, 96 pp.)

Intended Audience: general public

This workbook is designed to help improve work search strategies for self-directed adults who have experience in the workforce or have post-secondary education and training in their desired field. Packed with techniques to help you sell your skills in today's competitive job market, plus marketing tools such as portfolios, proposals, résumés and curricula vitae. Other topics include identifying your work culture and management style preferences and successfully negotiating job offers.



Catalogue Item # 462135

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Alberta Careers Update 2004

(book, 2004, 60 pp.)

Intended Audience: general public, employers, teachers/counsellors, career and HR practitioners

NEW!

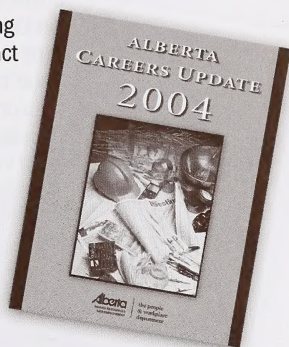
This book looks at the global and provincial trends affecting Alberta's economy and society. These trends have an impact on occupations in the province and can affect career planning decisions. An Occupational Outlook section includes projections for over 500 occupational groups.

Catalogue Item # 558554

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$6.00 each



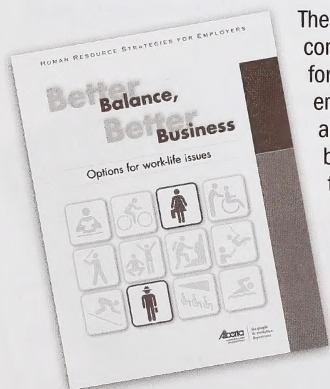
Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Better Balance, Better Business

Options for work-life issues

(book, 2004, 48 pp.)

Intended Audience: employers



The often conflicting demands of work and personal time commitments of employees can create stress and other issues for both companies and their staff. This publication presents employers with the business case for why they should care about this issue, ways to improve the situation that will benefit both employers and employees, and ideas about making these useful changes. This publication is one of a series on Human Resource Strategies for Employers.

Catalogue Item # 534091

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

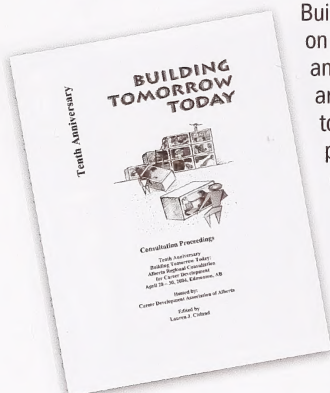
Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Publications

Building Tomorrow Today

(conference proceedings, coil-bound book)

Intended Audience: teachers/counsellors, career and HR practitioners



Building Tomorrow Today, the annual Alberta Regional Consultation on Career Development, draws practitioners from all over Alberta and beyond for three days of professional development. Sessions and discussions help career development practitioners keep in touch with leading-edge developments in their field, learn practical skills to use with their clients, and rekindle their sense of vision for the future. This book of proceedings outlines the keynote addresses and most of the sessions.

2004 Conference, Catalogue Item # 534116
Professional Resource
\$20.00 each (available Winter 2005)

2005 Conference, Catalogue Item # 567240
Professional Resource
\$20.00 each (available Winter 2006)

Canada Prospects 2004-2005

(magazine, 2004, 48 pp.)

NEW!

Intended Audience: general public, teachers/counsellors, career and HR practitioners, youth

"Make career connections—Team Up!" is the theme for *Canada Prospects 2004-2005* based on the High Five message "access your allies." This magazine is loaded with tips from career counsellors and employers, and features personal profiles of people from across Canada. *Canada Prospects* encourages readers to take initiative, team up with career allies and make the connections that can lead to fulfilling work. Also available in French, *Perspectives canadiennes 2004-2005*.

Catalogue Item # 559403 English, # 559429 French
Free of charge for Alberta and NWT residents
compliments of the Canada Career Consortium.
Out of Alberta order from www.careerccc.org



Canada Prospects Facilitator's Guide 2004-2005

(facilitator guide, 2004, 18 pp.)

Intended Audience: teachers/counsellors, career and HR practitioners

NEW!

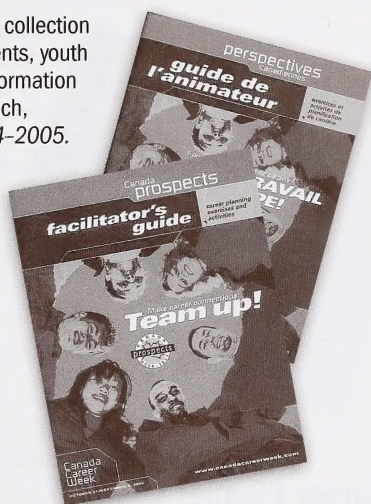
Your partner to *Canada Prospects*, this guide offers a collection of easy to deliver hands-on activities that invite students, youth and adults in career transition to apply the career information and tools in *Canada Prospects*. Also available in French, *Perspectives canadiennes guide de l'animateur 2004-2005*.

Catalogue Item # 559411 English,
559437 French

Professional Resource

Free of charge for Alberta and NWT residents
compliments of the Canada Career Consortium.

Out of Alberta order from www.careerccc.org

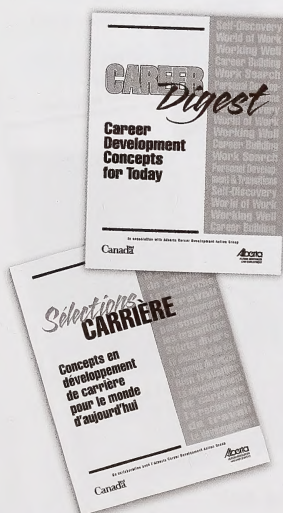


Career Digest

Career development concepts for today

(facilitator guide/handouts, 2000, 3-hole punched, 107 pp.)

Intended Audience: teachers/counsellors, career and HR practitioners



Whether you're guiding clients or students in maintaining momentum or in following their passions, *Career Digest* has something for you. This package provides short, easy-to-read articles covering Self-Discovery, World of Work, Working Well, Career Building, Work Search, and Personal Development and Transitions. It also has a facilitator's guide with examples of ways the articles can be used as handouts in group or classroom settings. Also available in French, *Sélections Carrière: Concepts en développement de carrière pour le monde d'aujourd'hui*.

Catalogue Item # 407347 English, # 408600 French
Professional Resource

\$15.00 each for Alberta and NWT residents

\$25.00 each out of Alberta

Publications

Career Gear

*** some assembly required**

(organizer, vinyl pouch, 2001)

Intended Audience: youth



There's a lot of great information out there to help you plan your career, choose a school or find a job. But how do you keep it all organized? *Career Gear * some assembly required* is created for just that purpose. This vinyl pouch holds dividers for career, learning and employment information plus an extra tab that you can customize. As you gather information from multiple sources, you can organize it all in your personal folders.

Catalogue Item # 444133

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$7.00 each

10+ copies \$6.50 each

Career Planner

Choosing an occupation

(easy-to-read workbook, 2002, 80 pp.)

Intended Audience: general public, low literacy, pre-employment, youth

How do you decide what occupation is right for you? Take the five steps to a new career path. This plain language workbook is full of exercises and tips to work through the steps. It covers all of your questions: What am I doing right now? What do I need to know? What are my best choices? What do I need to do now? What actions will I take? The resource section offers additional sources of help. Part of a planning series that includes *Adult Back to School Planner* and *Education and Training Planner*.

Catalogue Item # 462101

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$7.50 each

10+ copies \$6.00 each



Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

CERTinfo

Certification and Registration Requirements for Employment in Alberta

(directory, 2004, 3-hole punched printed package, 96 pp.)

Intended Audience: general public, teachers/counsellors, career and HR practitioners

Wondering about registration or certification requirements to work in specific skilled occupations in Alberta? This directory provides information about occupations governed by Alberta legislation and regulations. A section titled Start Here answers frequently asked questions, while the section on Requirements for Professions and Trades provides information regarding specific occupations, including the titles of relevant legislation and who to contact for more information. Visit the website at www.alis.gov.ab.ca/certinfo for the latest information.



Catalogue Item # 534108, Professional Resource
\$10.00 each for Alberta and NWT residents
\$20.00 each out of Alberta

For additional Alberta occupational information, see *OCCinfo*.

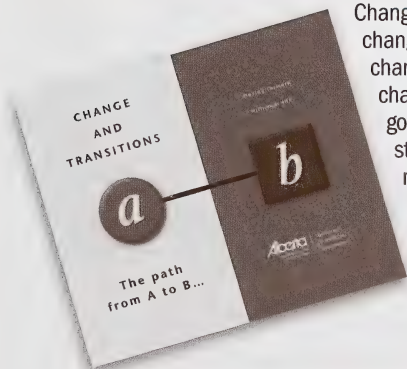
For additional information on educational programs in Alberta, see *EDinfo*.

Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Change and Transitions

(book, 2002, 36 pp.)

Intended Audience: general public



Change is all around us, every day. Sometimes we want change in our life, and we make it happen. But sometimes change happens when we don't want it. This book explores change and the emotional transitions and stresses that go with it. Full of examples, exercises, practical tips and strategies, *Change and Transitions* encourages us to make the most of change.

Catalogue Item # 458910

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.00 each

10+ copies \$5.00 each

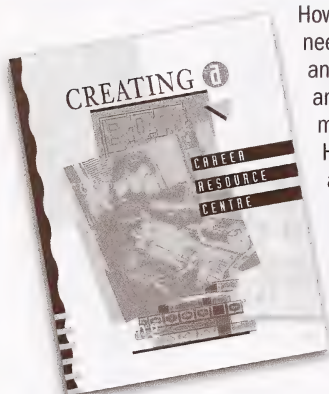
Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Publications

Creating a Career Resource Centre

(book, 1996, 68 pp.)

Intended Audience: teachers/counsellors, career and HR practitioners



How do you set up and run a career resource centre to meet the needs of today's client? Where to start? How much will it cost and how can you obtain funding? What furnishings, equipment and computer software do you need? How will you organize materials and encourage clients to come in and look around? How will you know when you are succeeding? This book answers just about every question you might have.

Appendices provide hints for developing a needs assessment questionnaire, a list of typical resource centre staff skills, and a sample classification system.

Catalogue Item # 327066, Professional Resource
\$10.00 each for Alberta and NWT residents
\$15.00 each out of Alberta

Creating a New Future

The job-loss workbook

(workbook, updated 2004, 68 pp.)

Intended Audience: general public

Are you suddenly without work? You're not alone. The question is how do you feel and what do you do about it? This workbook offers a whole range of practical information, exercises and options to ease the transition from being employed to being unemployed, to moving on and creating a new future. Topics include response to job loss, negotiating a severance package, financial planning, coping, building a support network, retraining and work options, and much more. Includes personal stories from others—how they handled their failures and successes and how they turned crises into opportunities.



Catalogue Item # 265886

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Diversity

A strategy to meet your need for skilled workers

(book, 2002, 48 pp.)

Intended Audience: employers

How do you as a business owner fill shortages of skilled workers? Consider recruiting and retaining a diversified workforce. This book offers a sound business case for hiring Aboriginal workers, immigrants, older workers, persons with disabilities, visible minorities and youth. This publication is one of a series on Human Resource Strategies for Employers.

Catalogue Item # 462143

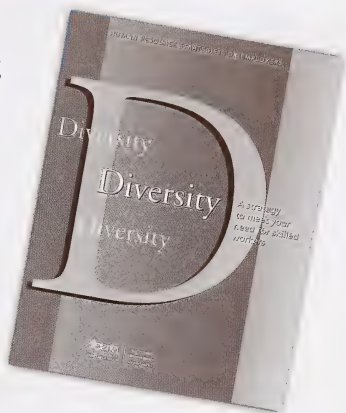
Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

Also available on-line, free of charge, at

www.alis.gov.ab.ca/careershop

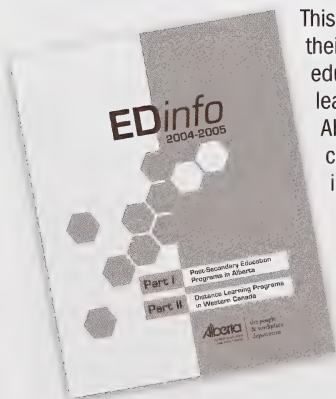


EDinfo 2004-2005

(directory, 2004, 3-hole punched printed package, 1,400 pp.)

Intended Audience: general public, teachers/counsellors, career and HR practitioners

NEW



This two-part comprehensive directory provides counsellors and their clients with general information on post-secondary level education and training programs available in Alberta and distance learning programs available in Western Canada (British Columbia, Alberta, Saskatchewan and Manitoba). This resource gives you complete information at your fingertips. For the most current information, visit the website at www.alis.gov.ab.ca/edinfo

Catalogue Item # 558546, Professional Resource

\$25.00 each for Alberta and NWT residents

\$40.00 each out of Alberta

For information on Alberta occupations, see *OCCinfo*.

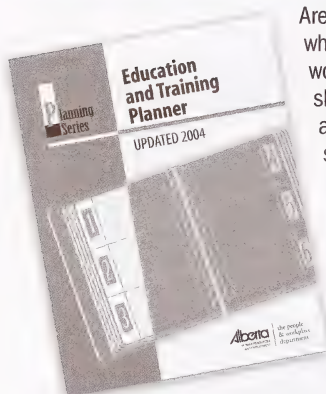
For information on registration and certification requirements for Alberta occupations, see *CERTinfo*.

Publications

Education and Training Planner

(easy-to-read workbook, updated 2004, 60 pp.)

Intended Audience: general public, low literacy, pre-employment, youth



Are you planning to take an education or training program? Know what your education and training options in Alberta are. This workbook will help you through all of the steps—being a smart shopper and choosing the right program and the right school, applying for admission and thinking about money. The resource section offers additional sources of help. Part of a planning series that includes *Adult Back to School Planner* and *Career Planner*.

Catalogue Item # 462119

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Employment Series for Persons with Disabilities

Set of three books

Intended Audience: employers, persons with disabilities, teachers/counsellors, career and HR practitioners

This series of three books provides practical tips and ideas about the issues that persons with disabilities encounter when connecting with the workplace. They can be ordered as a set or individually. To access these books in French contact the Canadian Career Development Foundation by phone at 1-877-729-6164 toll-free or Internet at www.ccdf.ca. To access these books in alternative formats contact the Alberta Career Information Hotline at 1-800-661-3753 toll-free or (780) 422-4266 in Edmonton.

Catalogue Item # 438178

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$19.00 each set

10+ copies \$15.00 each set



Tips for Employers **Employment Series for Persons with Disabilities**

(book, 2000, 48 pp.)

Intended Audience: employers

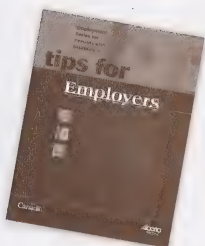
Today, more and more employers are hiring persons with disabilities. This book provides employers with a practical business approach, answers to typical concerns and questions, and resources.

Catalogue Item # 437162

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

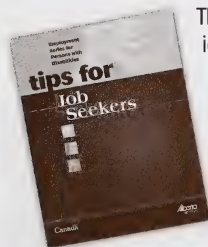


Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Tips for Job Seekers **Employment Series for Persons with Disabilities**

(book, 2000, 48 pp.)

Intended Audience: persons with disabilities



This book provides job seekers who have disabilities with practical tips and ideas to help identify and overcome challenges and create opportunities. It suggests ways to deal with typical concerns and questions relating to work search.

Catalogue Item # 437154

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

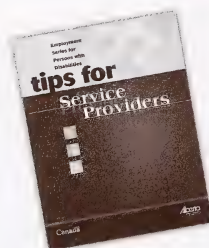
Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Publications

Tips for Service Providers Employment Series for Persons with Disabilities

(book, 2000, 64 pp.)

Intended Audience: teachers/counsellors, career and HR practitioners



Written for service providers to support their efforts in helping persons with disabilities meet their employment goals. Service providers can include counsellors, employment agencies, vocational centres, and organizations working with people with disabilities.

Catalogue Item # 437188

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.75 each
 10+ copies \$5.50 each

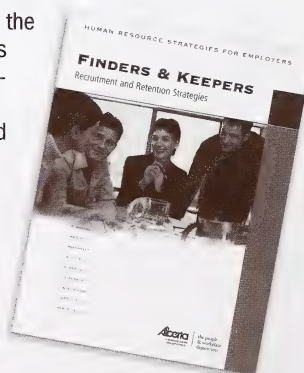
Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Finders & Keepers Recruitment and retention strategies

(book, 2003, 64 pp.)

Intended Audience: employers

Employers who are able to find and keep valued employees gain the upper hand in today's labour market. *Finders & Keepers* provides proven strategies and practical tools to help small- and medium-sized employers attract, recruit, select and retain employees. It condenses best practices and current research into practical and affordable steps. Also contains information about additional resources and includes blank templates that will help employers meet the challenge of effective recruitment and retention. This publication is one of a series on Human Resource Strategies for Employers.



Catalogue Item # 505232

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each
 10+ copies \$5.25 each

Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

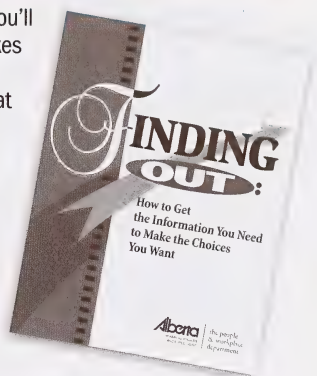
Finding Out

How to get the information you need to make the choices you want

(easy-to-read workbook, updated 2003, 44 pp.)

Intended Audience: general public, pre-employment, youth

Trying to decide what to do next? To make the best decision, you'll need to find out all you can about your options. This book makes information gathering easy. Start with an inventory of your desires, interests, skills and values. Then, list career options that match. What education is required? What skills? What else do you need? Once you know the questions, this book shows you where to look for answers. Full of tips and examples of real people using research to get their career planning on target.



Catalogue Item # 332883

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

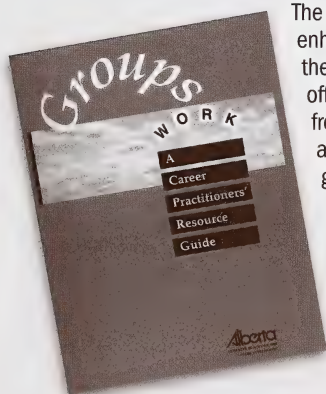
Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Groups Work

A career practitioners' resource guide

(coil-bound book, 1995, 124 pp.)

Intended Audience: teachers/counsellors, career and HR practitioners



The ultimate resource guide for career practitioners who want to enhance their group facilitation skills. The book provides a theoretical framework for understanding the adult learner, then offers practical techniques for every step of group facilitation from client screening to follow-up. The book is full of exercises and tips—even an appendix of icebreakers and warm-up games. Geared to career practitioners already familiar with the career planning/decision-making model and the resources used in adult career development.

Catalogue Item # 307802, Professional Resource

Alberta and NWT 1-9 copies \$15.00 each

10+ copies \$10.00 each

Out of Alberta 1-9 copies \$25.00 each

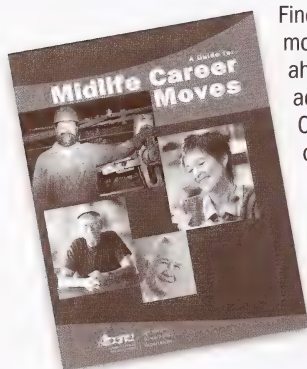
10+ copies \$20.00 each

Publications

A Guide for Midlife Career Moves

(book, 2003, 56 pp.)

Intended Audience: general public 45+ years



Find yourself looking for work in midlife? This guide can help you move forward, one step at a time, until you are able to see your way ahead more clearly. Look at change and identify how to take advantage of positive characteristics associated with older workers. Consider your financial needs as you develop a sense of career direction, and explore non-traditional work alternatives and ways to find unadvertised work opportunities. Look at how to use your existing skills and learn new skills that don't require long training programs. Take advantage of the work search resources, programs and services available in your community.

Catalogue Item # 505191

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

A Guide to Rights and Responsibilities in Alberta Workplaces

(book, 2005)

Intended Audience: employers, general public (workers), youth, immigrants

Legislation specifies many of the rules that must be followed in Alberta workplaces by both workers and employers. If you are new to the workplace or an employer with a small or medium-sized business, this publication can help you find answers to questions about employment standards, health and safety, human rights and workers' compensation procedures. Listed phone numbers and websites direct you to contact people and information to help you stay within the rules.

Catalogue Item # 567266

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

NEW!

**Available Spring
2005**

Will also be available on-line, free of charge, at www.alis.gov.ab.ca

The Investigator 2004-2005

(tabloid, 2004, 12 pp.)

Intended Audience: general public, teachers/counsellors,
career and HR practitioners, youth

This publication offers career, learning, employment and workplace information. It's revised annually to serve as a timely resource for all Albertans. The information, phone numbers and websites listed in this handy reference will give you answers to the most commonly asked questions. Just click or call the contacts listed in *The Investigator* for the information you need.

Catalogue Item # 557291

Free of charge

Also available on-line, free of charge, at
www.alis.gov.ab.ca/careershop



Job Seeker's Handbook

An introductory guide to finding work

(workbook, 2002, 64 pp.)

Intended Audience: general public, pre-employment, youth



This basic guide to finding entry-level work is aimed at people who are new to the job search process. It features a skills inventory based on Conference Board of Canada Employability Skills 2000+, sample cover letters and résumés, tips for completing an application form and interview preparation questions. This edition also features information on scannable résumés.

Catalogue Item # 462086

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at
www.alis.gov.ab.ca/careershop

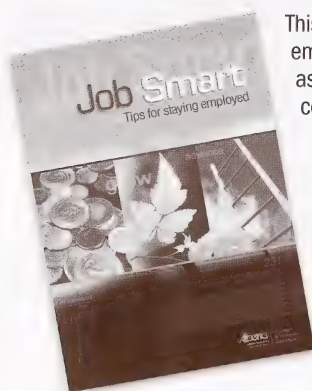
Publications

Job Smart

Tips for staying employed

(book, 2003, 40 pp.)

Intended Audience: general public, pre-employment, teachers/counsellors, career and HR practitioners, youth



This basic guide to keeping a job features information about what employers are looking for in their employees. It includes self-assessment exercises, tips on problem solving and a list of helpful community resources.

Catalogue Item # 505240

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at
www.alis.gov.ab.ca/careershop

Lasting Gifts

Parents, teens and the career journey

(book, updated 1998, 54 pp.)

Intended Audience: parents, youth

"There are only two lasting things that we can give our children. One is roots, the other is wings." *Lasting Gifts* gives parents a wise, warm, supportive framework for helping their teens prepare for the challenges ahead. Chapters are based on the High Five messages: Change is Constant, Follow Your Heart, Focus on the Journey, Be an Ally, and Stay Learning. Practical exercises help parents and teens sort out their respective values and dreams.

Catalogue Item # 306854

Free of charge for Alberta and NWT residents

Out of Alberta order from www.ccdf.ca



Let's Talk

A guide to resolving workplace conflicts

(book, 2004, 32 pp.)

Intended Audience: employers, general public (workers)

If you've ever experienced disagreements in the workplace, this book is for you. The conflict resolution methods presented are helpful for employees and employers of large, medium and small organizations, whether it's a private sector company or a not-for-profit association. Contains information on how to handle situations internally and where to get outside help.

Catalogue Item # 534075

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

Also available on-line, free of charge, at

www.alis.gov.ab.ca/careershop

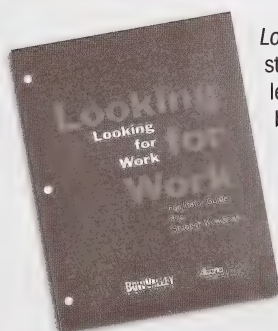


Looking for Work

Facilitator guide and student workbook

(facilitator guide, 2002, 67 pp., student workbook, 2002, 153 pp.)

Intended Audience: low literacy, pre-employment, teachers/counsellors, career and HR practitioners



Looking for Work, a facilitator guide with a master photocopy-ready student workbook, is designed to help tutors and instructors prepare lessons and provide activities for people who face literacy as a barrier to finding work. The student workbook, written at a Grade 5 reading level, is ideal for individual and group settings. This publication is produced in partnership with Bow Valley College and the National Literacy Secretariat.

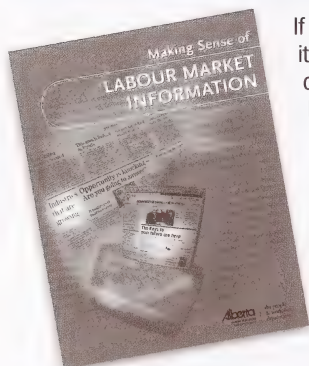
Catalogue Item # 462078, Professional Resource
\$12.00 each

Publications

Making Sense of Labour Market Information

(book, 2003, 32 pp.)

Intended Audience: general public



If you're not sure what labour market information is, why you need it or where to find it, then this book is for you. It provides examples of how to use labour market information when making career, learning and employment decisions.

Catalogue Item # 505258

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each
 10+ copies \$5.50 each

Also available on-line, free of charge, at
www.alis.gov.ab.ca/careershop

Money 101

Budgeting basics for further education

(book, updated 2004, 56 pp.)

Intended Audience: parents, youth

How are you going to pay for studies at a Canadian college or university? Enrol first in *Money 101*, a short course about the hard-rock realities of financing your education. *Money 101* offers straight talk about why you should invest in further education, how to set personal goals and how to figure out what your education will cost. The book offers suggestions on ways to pay for it, budgeting, banking and avoiding the pitfalls of plastic, and stretching your \$\$\$\$. Students share their experiences, smart and not-so-smart, with handling money.



Catalogue Item # 359035

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each
 10+ copies \$5.25 each

Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

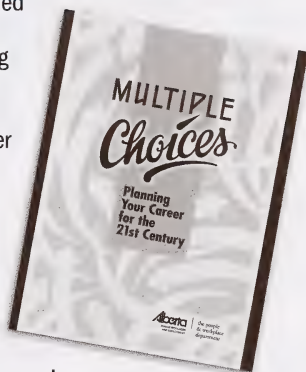
Multiple Choices

Planning your career for the 21st century

(book, updated 2000, 64 pp.)

Intended Audience: general public, youth

Every day you are making multiple choices on this journey called life. This book will help you become comfortable with your choices along the way and provide you with the career building knowledge and skills you need to make decisions more easily. Practical exercises help you clarify your dreams, identify your skills and assets and recognize attitudes and beliefs that either support or hinder you on your life's journey.



Catalogue Item # 359069

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$7.50 each

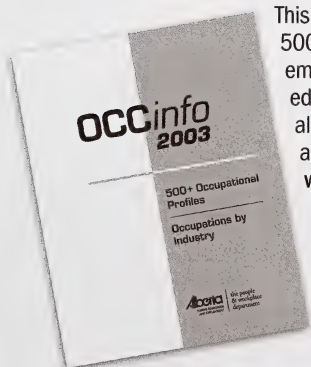
10+ copies \$6.00 each

Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

OCCinfo

(over 500 occupational profiles, 2003, 3-hole punched printed package, 2,366 pp.)

Intended Audience: general public, teachers/counsellors, career and HR practitioners



This handy reference contains Alberta profiles of over 500 occupations, covering duties, working conditions, salaries, employment outlook, personal characteristics and required educational qualifications. Occupations are organized alphabetically and by industry. Includes helpful definitions and a cross-referenced index. Check out the website at www.alis.gov.ab.ca/occinfo for the latest information.

Catalogue Item # 505498, Professional Resource
\$50.00 each package for Alberta and NWT residents
\$100.00 each package out of Alberta

For information on educational programs in Alberta, see *EDinfo*.

For information on registration and certification requirements for Alberta occupations, see *CERTinfo*.

Publications



The Planning Series

Set of three books

Intended Audience: general public, low literacy, pre-employment, youth

A series about the importance of planning in your life. Three popular publications, *Adult Back to School Planner*, *Career Planner* and *Education and Training Planner* are easy-to-read with a step-by-step approach to support career and education decision-making. Can be ordered as a set of three, or individually.

Catalogue Item # 462127

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$18.00 each set
 10+ copies \$10.00 each set

Positive Works II

(workbook, 2001, 64 pp.)

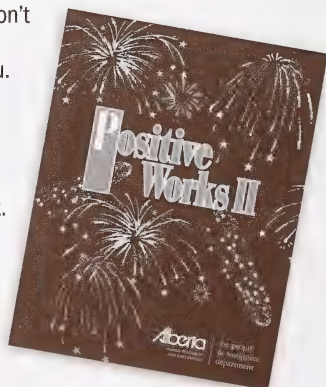
Intended Audience: general public

If you believe there are no jobs out there, then you probably won't put much effort into getting one. But if you believe there are opportunities out there, then there will be nothing stopping you. It's amazing what you can accomplish by changing negative attitudes and beliefs into positive ones. This book is full of exercises and tips to help you put those positives to work for you in all areas of your life: goal-setting, learning, improving relationships, coping with stress, and finding and keeping work.

Catalogue Item # 332891

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each
 10+ copies \$5.00 each



Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Radical Change in the World Of Work

The workbook

(workbook, updated 2003, 104 pp.)

Intended Audience: general public

Radical Change in the World of Work: The workbook takes self-directed adults through the range of work options available to them. It covers virtually everything needed for today's career building: self-analysis, visioning, attitudes and beliefs about work, relationship building, exploration of work alternatives, and Magnusson's 5 P's of planning—pride, passion, purpose, performance and poise.

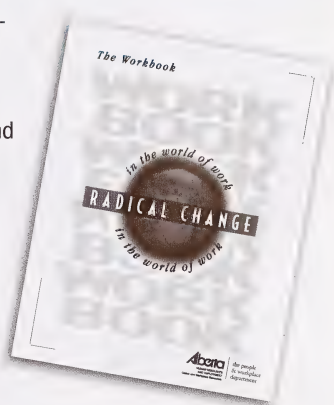
Catalogue Item # 308694

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$10.00 each

10+ copies \$8.00 each

Also available on-line, free of charge, at
www.alis.gov.ab.ca/careershop

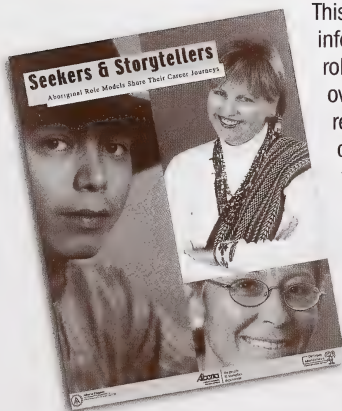


Seekers and Storytellers

Aboriginal role models share their career journeys

(book, 2002, 62 pp.)

Intended Audience: Aboriginal people, youth



This resource is designed for Aboriginal youth looking for information and inspiration to plan their futures. Each Aboriginal role model featured in the book talks about challenges they have overcome on their career journeys, and each page features a resource available to help young people dealing with a similar challenge. The High Five career development themes are woven throughout. This resource was created in partnership with the Interprovincial Association on Native Employment (Alberta Chapter) and Alberta Children's Services.

Catalogue Item # 457491

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

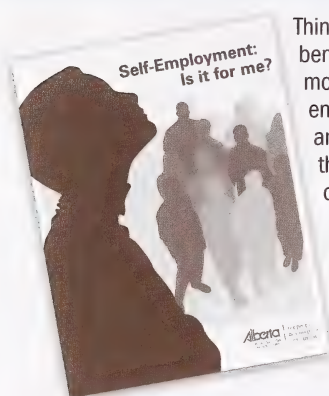
Publications

Self-Employment

Is it for me?

(workbook, updated 2004, 28 pp.)

Intended Audience: general public



Thinking of becoming your own boss? This primer outlines the benefits and challenges of self-employment and examines the motivation, skills, traits and background of successful entrepreneurs. It explores the various forms of self-employment and how to get started in business. There are hints to get you thinking about innovative products and services, information on writing business plans and more.

Catalogue Item # 332437

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$7.50 each

10+ copies \$6.00 each

Also available on-line, free of charge, at
www.alis.gov.ab.ca/careershop

Skills by Design

Strategies for employee development

(book, 2005)

Intended Audience: employers

Taking the time to read this book is an investment in your company's future. *Skills by Design* is a toolbox for employers looking to sharpen the skills of their workforce. The publication builds the case that any business, no matter how small, should have the tools and know-how to do regular inspections, maintenance and enhancement of employee skills. It features the why to, how to and practical what to do of employee skills development. This publication is one of a series on Human Resource Strategies for Employers.

Catalogue # 567290

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

NEW!

Available Spring
2005

Will also be available on-line, free of charge, at www.alis.gov.ab.ca/careershop

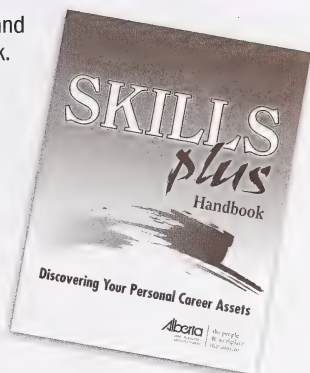
Skills Plus Handbook

Discovering your personal career assets

(workbook, 2001, 54 pp.)

Intended Audience: general public, youth

A self-assessment workbook to help you learn about the skills and assets you have that will help you adapt in today's world of work. Read about the skills employers are looking for and work on exercises that will help you identify your own strengths. Includes suggestions for keeping track of your skills and ideas for "repackaging" your career assets to suit your current needs. By the end of the book you will have developed a summary of personal assets that will help you with future career choices.



Catalogue Item # 378142

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$7.50 each

10+ copies \$6.00 each

Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

The Smarts Series For Counsellors

Set of three curriculum packages

Intended Audience: low literacy, pre-employment, teachers/counsellors, career and HR practitioners



A series of three curriculum packages designed for trainers and counsellors. Each package contains activities and handouts, strategies and tips. Many of the information and activity sheets can be reproduced as needed. Can be ordered as a set of three, or individually.

Catalogue Item # 335457,

Professional Resource

\$40.00 each set for Alberta and NWT residents

\$50.00 each set out of Alberta

Publications

Lifesmarts

1 in the Smarts Series for Counsellors

(activity package, updated 2001, coil-bound, 144 pp.)



"I've felt lousy about myself for a long time," says Chad. Sounds like a candidate for *Lifesmarts*. Designed for trainers and counsellors working with adults who have been out of school and the workforce for an extended period and who may be experiencing difficulty re-entering. Areas covered range from self-esteem and communication skills to time, money and anger management.

Catalogue Item # 285389, Professional Resource
\$15.00 each for Alberta and NWT residents
\$20.00 each out of Alberta

Schoolsmarts

2 in the Smarts Series for Counsellors

(activity package, 1995, coil-bound, 76 pp.)

"In twelve years of schooling, nobody ever taught me how to study," says Mark R. What he needs is some *Schoolsmarts*. For trainers and counsellors working with clients who are returning to school, as well as students presently in a school program. The goal is to provide participants with the skills needed to develop an education plan and the study habits needed to succeed in school. Contains activities, tips and strategies for effective studying, taking exams, writing papers, making presentations and more.



Catalogue Item # 285371, Professional Resource
\$10.00 each for Alberta and NWT residents
\$15.00 each out of Alberta

Worksmarts

3 In The Smarts Series For Counsellors

(activity package, 1996, coil-bound, 114 pp.)

Worksmarts is designed to help people become smart about finding work. This activity package has four stand-alone modules: Work Trends, Work Readiness, Work Search Tools and Work Maintenance. Each consists of several exercises, many with information and activity sheets to be reproduced as needed. The goal is to provide participants with the skills they need to find suitable, satisfying work. Activities can be adapted for new entrants into the workforce, re-entrants and career changers.



Catalogue Item # 308107, Professional Resource

\$15.00 each for Alberta and NWT residents

\$20.00 each out of Alberta

Stretch Your Dollars

Budgeting Basics

(book, 2004, 32 pp.)

Intended Audience: general public, youth



Would you like to get as much as possible from each dollar you have? This publication, produced by Credit Counselling Services of Alberta, will guide you through the budget process. Includes helpful tips and suggestions on how to cut your expenses, boost your income and access useful information, services and programs.

Catalogue Item # 534067

Free of charge for Alberta and NWT residents.

Out of Alberta an on-line copy is available at

www.creditcounselling.com

Publications

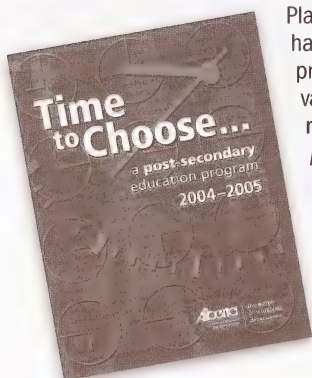
Time to Choose...

a post-secondary education program, 2004–2005

(book, 2004, 80 pp.)

Intended Audience: general public, youth

NEW!



Planning to take further education in Alberta? *Time to Choose* has up-to-date information on various education options, what programs are offered and where, overviews and features of various educational institutions, contacts and more. **This is a new title for an old favourite—It's *About Time...to choose a post-secondary education program*.**

Catalogue Item # 557481

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.50 each

10+ copies \$6.00 each

Also available on-line, free of charge, at

www.alis.gov.ab.ca/careershop

For additional information on educational programs in Alberta, see *EDinfo*.

Training for Work

(book, 2004, 48 pp.)

Intended Audience: general public, pre-employment, youth

Training for Work offers creative alternatives to the traditional full-time classroom setting. Take advantage of opportunities that will maximize your training options and consider how mentoring, volunteering, self-study, short-term courses and on-the-job training will boost your employability.

Catalogue Item # 534083

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$5.00 each

10+ copies \$4.00 each



Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

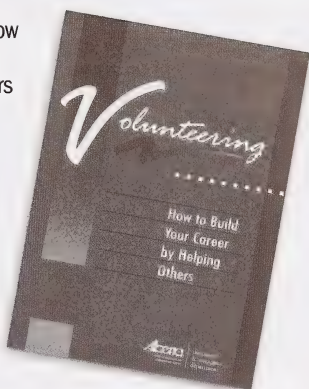
Volunteering

How to build your career by helping others

(book, updated 2003, 52 pp.)

Intended Audience: general public, pre-employment, youth

Looking for a job but don't have enough experience or connections? Want to change occupations but don't know what to do? Volunteer and get what you need by giving. This book describes the many benefits volunteering offers people as a career-building strategy for gaining experience, adding new skills, making contacts and researching career ideas. Concludes with a section on how to use your volunteer experience on your résumé and in your career portfolio to get the work you want.



Catalogue Item # 359308

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$4.00 each

10+ copies \$3.00 each

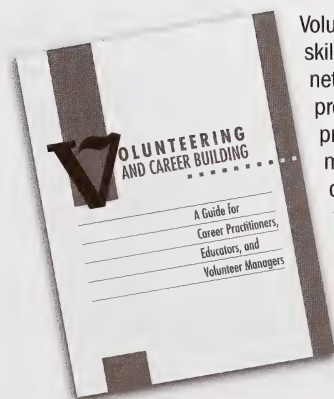
Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Volunteering and Career Building

A guide for career practitioners, educators, and volunteer managers

(book, 1998, 44 pp.)

Intended Audience: teachers/counsellors, career and HR practitioners



Volunteering is a valuable career-building tool to help develop job skills, build confidence and provide work experience and networking opportunities. This guide is for educators interested in providing practicum experience for students, for career practitioners assisting people with career planning, and for managers of volunteers wanting to get the maximum potential out of volunteer opportunities and create win-win experiences for volunteers. There are tips on incorporating career development strategies when preparing clients and students for volunteer roles and finding them appropriate placements.

Catalogue Item # 359316, Professional Resource

Alberta and NWT 1-9 copies \$5.00 each

10+ copies \$4.00 each

Out of Alberta 1-9 copies \$6.00 each

10+ copies \$5.00 each

Publications

What Works

Career building strategies for special needs groups

(counsellor resource, 1999, 3-hole punched, 336 pp.)

Intended Audience: teachers/counsellors, career and HR practitioners

Update
Available Fall
2005

What Works is a unique manual of best practices and effective strategies for working with special-needs client groups. Created with input from career practitioners across Canada, it covers general characteristics, employment issues, overcoming barriers, best practices and more. The client groups include Aboriginal people, persons with developmental disabilities, ex-offenders, immigrants and visible minorities, persons with learning disabilities, persons diagnosed with a mental illness, older workers, persons with physical disabilities, social assistance recipients, women, working poor and youth. Also available in French, *Ce qui fonctionne: Stratégies d'élaboration de carrières destinées aux groupes avec besoins spéciaux*, through the Canadian Career Development Foundation, telephone 1-877-729-6164 toll-free or Internet at www.ccdf.ca

Catalogue Item # 383109, Professional Resource

\$20.00 each for Alberta and NWT residents

\$30.00 each out of Alberta

Woman Today, Edition 1

Success on our own terms

(magazine, updated 2001, 48 pp.)

Intended Audience: general public, pre-employment

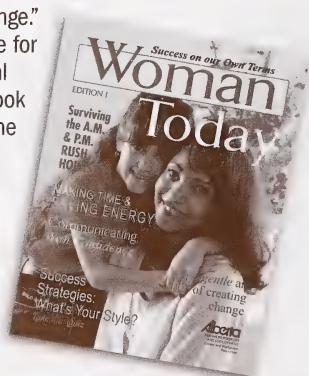
"Making Time, Saving Energy." "The Gentle Art of Creating Change." These are just two of the topics covered in this lively magazine for women who want to make positive changes in their lives. Ideal for women who are going back to school or getting ready to look for work, *Woman Today, Edition 1* will help them balance all the new demands in their lives. Articles provide inspiration and advice on everything from setting personal goals to surviving the morning and evening rush hours in a busy household. A support magazine for women in transition.

Catalogue Item # 325630

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each



Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

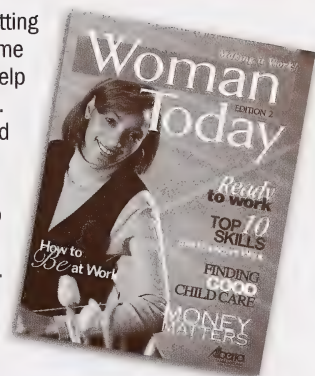
Woman Today, Edition 2

Making it work!

(magazine, updated 2000, 58 pp.)

Intended Audience: general public, pre-employment

A bright, information-packed magazine for women who are getting ready to step into the world of paid work, either for the first time or after some stops and starts. *Woman Today, Edition 2* will help you balance all the new demands in your life with confidence. "Could Self-Employment Work for You?" or "Finding Good Child Care": these and many more articles present valuable information on everything from acting professionally to delegating household chores. Plus valuable advice on what to do about sexual harassment in the workplace. A next step following *Woman Today, Edition 1, Success on our own terms.*



Catalogue Item # 356643

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at www.alis.gov.ab.ca/careershop

Workability Handbook

(easy-to-read book, 1996, 72 pp.)

Intended Audience: general public, low literacy, pre-employment, teachers/counsellors, career and HR practitioners, youth



This handy book lists 32 factors in demand in the workplace. The factors are broken down into four groups: Attitudes, such as concern for quality; Universal Skills, such as problem-solving; Work Know-How, including work-specific skills; and Work Search Strategies, such as work interview skills. This workbook has been used successfully with youth, immigrants and people receiving income support.

Catalogue Item # 324260

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at
www.alis.gov.ab.ca/careershop

Publications

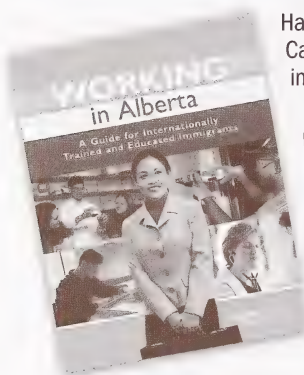
Working in Alberta

A guide for internationally trained and educated immigrants

(book, 2005, 76 pp.)

Intended Audience: immigrants

NEW!



Have you obtained your education and skills training outside of Canada? Do you need to make some decisions about your work life in Alberta? Then this guide could help you get started.

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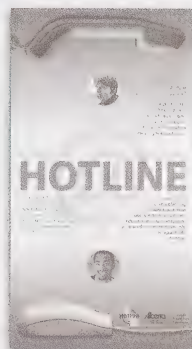
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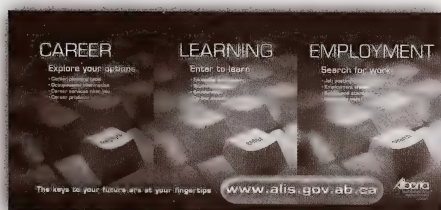


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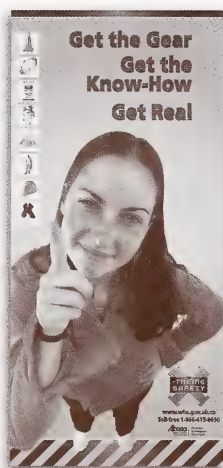


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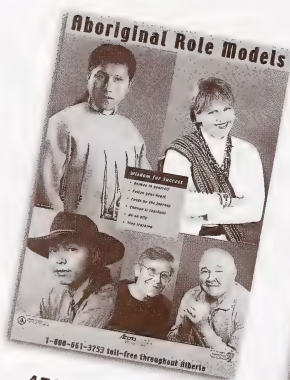


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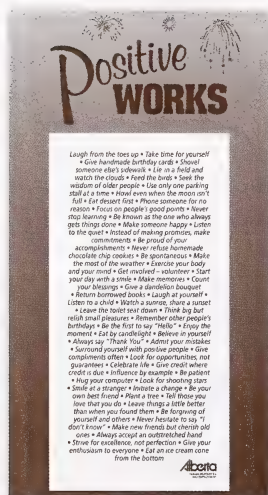
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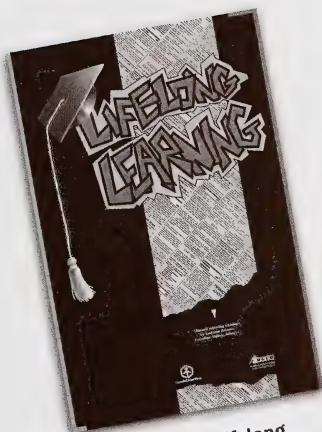
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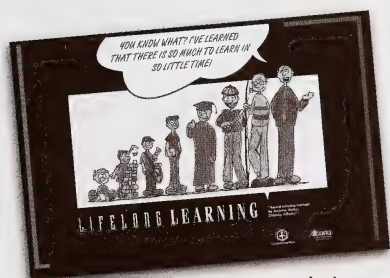
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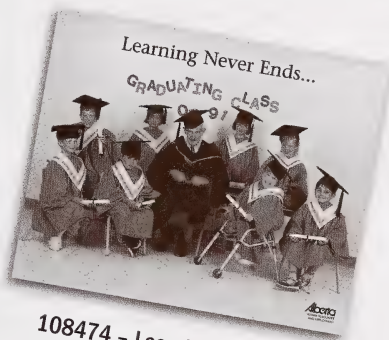
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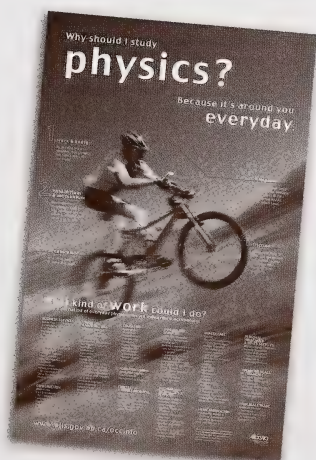
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